

Category: Health and Safety

Subject: Health & Safety Committee Responsibilities

Policy:

This policy is to provide terms of reference for the Health and Safety Representatives/Committee of the ILCWR, to ensure compliance under the Occupational Health and Safety Act and to give guidance to members of the Health and Safety Committee/Safety Representative on their duties.

Responsibilities:**The Co-chairperson will:**

- Participate in the drafting of agendas and recommendations
- Review and approve committee minutes for distribution
- **Co-chairs** will agree on an agenda one week prior to each meeting and will rotate the chairing of these meetings.

The Employee Health Coordinator will:

- Act as an advisor to the committee without voting privileges.
- Take and maintain minutes of meetings.
- Maintain files for all committee records and follow up on the status of all outstanding recommendations.
- Arrange for meeting room, logistics, etc.
- Provide notices and copies of all required materials to all committee members, and arrange for posting and distribution of minutes etc
- Handle all information requests from the committee.
- Monitor the performance of the committee and this procedure and recommend changes as appropriate to the committee.
- Be responsible for ensuring that all reports required by regulation or the safety program are provided to all members of the committee with the agenda for the next meeting.
- Handle all specific requests for information other than the above.
- Prepare a summary report that outlines the nature of incidents and hazards reported, the program where the incident/hazard occurred, the type of injury (if applicable) and summary of the resolution.
- Arrange for certification training for members of the committee within 6 months of appointment or election to the committee.

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Certified Members will:

- Participate in duties as prescribed by law or as outlined in the ILCWR Health and Safety program

The Supervisors will:

- Ensure that representatives are allowed required time for committee meetings, inspections, investigations, preparation time for meetings.
- Provide all necessary assistance to committee members in the performance of their duties.
- Each Supervisor will be a Certified Member

The Committee Members will

- Attend all meetings and committee functions as scheduled.
- Maintain confidentiality in areas involving medical, return to work or personal information or as requested by the committee.
- Participate in training provided by ILCWR for committee members.
- Participate in duties as prescribed by law or as outlined in the ILCWR Health and Safety program

Non Management Employees:

- Each Assisted Living project will elect a non management employee to represent staff members. This employee must obtain Level 1 and 2 certification
- Community staff members will elect representatives when required at community staff meetings. At least one community staff committee member must be certified. A total of 3 community representatives must be maintained at all times.

Committee Composition

- Each project will be represented by one certified non management member and a certified supervisor who make up a committee
- Head office will be represented by a certified non management staff member, and an outreach supervisor
- Community programs will be represented by the remaining outreach supervisors and 3 staff members, one who is certified,

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- Community staff members are considered to be based out of Head Office. The Head Office committee members and the Community committee members make up a committee.
- These four groups meet at least quarterly and comprise the combined Joint Health and Safety Committee.

Procedures and General Duties of the Committee:

- Recommendations to Management will be entered on the recommendation form, signed by both co-chairs, and forwarded to Leadership team as soon as possible following the meeting in which they were generated.
- The JHSC will review verbal summaries of hazard investigation reports and first aid reports.
- Review the summary report that outlines the nature of incidents and hazards reported, the program where the incident/hazard occurred, the type of injury_(if applicable) and summary of the resolution.
- Workplace inspections will be reviewed verbally at the safety committees meetings. This review will be documented in the minutes of the meeting. Should any items be outstanding over a two-month period then a formal recommendation procedure is to be followed.
- Supervisors and staff members will conduct monthly inspections together. All substandard acts and working conditions will be documented and an action plan and follow up documented.
- The committee will follow the guidelines outlined in the Occupational Health & Safety Act.

Communication

This policy will be communicated to new members of the Health and Safety Committee by the Human Resources Director or the Employee Health Coordinator.

This procedure will be reviewed annually by the committee.